

ED - Pls see
Comments - no
report from FBO?

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PE
Q.P./S.H.

05 October 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 05 October 1988

1. Events of Major Interest That Have Occurred During the
Preceding Week:

* b. OL reports that "Physically Challenged Artists: Man, Woman and Child," a display of paintings and drawings, will be shown in the Headquarters Exhibit Hall 4 through 28 October.

c. OL reports that starting 1 October, the West A Parking Lot expansion project is underway and should be completed within a year. Security trailers are being moved off the site and the contractor, Driggs, Incorporated, is cleaning up construction debris left behind by the New Building Project contractors. The interior fence came down on 29 September and removal of "the dirt pile" will commence 6 October.

d. OL reports that the 1 October Family Day activities were a great success, with a record-breaking 5,600 visitors to the Headquarters Compound. Approximately 540 visitors enjoyed the detailed tour and colorful handouts provided by the Printing and Photography Group. All that walking around the beautifully manicured grounds must have sparked a few appetites as approximately 3,500 lunches were served in the cafeteria.

S E C R E T

e. Late in August, OL was advised that the trash chutes in the North Tower, New Headquarters Building (NHB), were out of order. On 26 September, the General Services Administration brought in the contractor who originally installed the trash chutes in order to render them serviceable. It is anticipated that by 7 October all repair work in the South Tower will be completed and the chutes will be retested. Repair work will then shift to the North Tower. In the meantime, NHB occupants are bringing their trash to the ground floor in the NHB where it is picked up by the Services Division of Facilities Management Group. [REDACTED]

h. During this reporting period, representatives from OL and Canon USA met to determine the most cost effective way to rent and maintain Canon copiers. It was found that by utilizing a clause in Canon's GSA contract, the Agency can obtain a 5 to 10 percent discount on machines located in the same geographic area. By utilizing this option, the Agency can save thousands of dollars over the course of the fiscal year. [REDACTED]

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